Faculty Board of Biology
Arrangements for responding to External Examiners reports for the MVST

The Head of Department is responsible for the quality of teaching by members of his or her department, whilst the Faculty Board is responsible for teaching quality within the Faculty and, in the case of MVST IA and IB, this is monitored on its behalf by the MVST Part I Committee.

It is the Faculty Board’s expectation that all External Examiners will receive a formal response to their report from the Head of the ‘host’ Department on issues relating specifically to the course, or the content or conduct of the examination. The MVST (including 2nd MB and 2nd Vet MB) courses are hosted as follows:

- HOM, FAB, NHB/NAB, HR and VRB – Physiology, Development and Neuroscience
- MIMS – Biochemistry
- SCHI and ISBM – Director of Education (Biological Sciences) in the absence of a host department
- PFP – Course Organiser
- PAM and PfVP – Veterinary Medicine
- MODA – Pharmacology
- BOD – Pathology

Heads of Department are expected to seek the comments of the relevant Course Management Committee and Course Organiser before responding. Copies of all responses should be sent to the Faculty Office and the Education and Student Policy section for audit purposes.

Any comments made by an External Examiner which cannot be addressed within the Departmental response (perhaps because they question Faculty policy or pertain to the medical and veterinary sciences course as a whole) should be referred to the MVST Part I Committee for discussion and/or a response by the DoE; the Head of Department should advise the External Examiner accordingly. If the MVST Part I Committee deems it appropriate, specific comments on 2nd MB or 2nd Vet MB examinations will be referred to the Faculty Boards of Clinical or Veterinary Medicine.

The Faculty Board requires a full report for the main sitting of exams, but if the External Examiner also acts for the resit they may simply be asked to confirm that the resit examination was satisfactory. It is open to the External Examiner to write a full report of a resit if they have any concerns about any aspect of the examination. An External Examiner newly appointed for a resit is required to produce a full report.

All Examiner’s reports and responses will be considered by the MVST Part I Committee on behalf of the Faculty Board, and any substantive issues referred to the Board.

Approved by the Faculty Board, 25 June 2007 (amended October 2011).